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18 JAN 1978

DD/A 78-0006/2

MEMORANDUM FOR : Acting Deputy Director of
Central Intelligence

FROM : Michael J. Malanick
Acting Deputy Director for Administration

SUBJECT : Coordination of Travel Abroad

REFERENCE : Presidential Memorandum, dtd 27 Dec 1977

1. (U) The referent memorandum directs the Heads of Executive Departments and Agencies to assure that travel abroad is properly coordinated with the Department of State, and designates the Executive Secretariat of the Department as the liaison point for such coordination.

25X1C

3. (U) If you approve this approach, we recommend that the attached memorandum be sent to the Deputy Directors, Director/NFAC and AO/DCI to assure that travel abroad is coordinated with the Central Cover Staff as early as possible to assure adherence to the time limits which are specified in the Presidential letter.

25X1A

Attachment

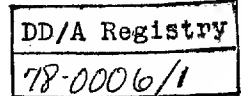
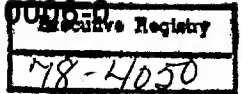

Michael J. Malanick

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DEPARTMENT OF STATE

Washington, D.C. 20520



January 15, 1978

TO: Distribution List

FROM: Peter Tarnoff
Executive Secretary
Department of State

SUBJECT: Notification of Foreign Travel

Following up on the President's memorandum of December 27 to the heads of executive departments and agencies, I am enclosing a standard form for your use in notifying this Department of travel by senior administration officials. The Department will do its best to respond to requests within five working days of receipt of notification.

If there is insufficient time to provide written notification, your office may give the required information by phone to the Office of the Director of the Secretariat Staff (tel. 632-0318). We ask, however, that you strictly limit these phone requests to those cases where time is insufficient to submit a written notification. Our Executive Secretariat will respond to you first by phone and then in writing using the attached form.

The Department will use interagency mechanisms whenever appropriate in reviewing these travel plans. In the case of proposed travel to the Soviet Union, the Department will refer the proposal to the Interagency Coordinating Committee for US-Soviet Affairs (ICCUSA) for interagency consultation as appropriate and for decision.

Attachments:

Standard Form
Distribution List

Date _____

TO: Executive Secretariat
Room 7241
Department of State

FROM:

SUBJECT: Notification of Foreign Travel

Traveller:

Date:

Purpose of Travel:

Principal Topics:

TO: (Name & Address of Requesting
Agency)

Date _____

ATTN: (Name & Phone Number)

_____ The Department of State has no objection to this travel.

_____ Remarks:

Peter Tarnoff, Executive Secretary

<u>Defense</u>	<u>Adm. Thor Hanson</u> Military Assistant to the Sec.	695-5261
	INFO: Major Wilabee OAS/ISA, Pentagon, Rm. 4E821	
<u>Army, Navy, Air Force</u> (Travel requests sent through Defense)		
<u>Attorney General</u>	<u>Perry Adamson</u> Special Assistant to Att. Gen.	739-3991
<u>Interior</u>	<u>Charles M. Parrish</u> Executive Assistant to Sec.	343-7357
<u>USDA</u>	<u>Lee C. Corcoran</u> Executive Assistant to Sec.	447-5538
<u>Commerce</u>	<u>Isabel Hyde</u> Executive Assistant to Sec.	377-2113
<u>Labor</u>	<u>Paul Jensen</u> Executive Assistant	523-8231
<u>HEW</u>	<u>Fred Bohen</u> Executive Assistant	245-9098
<u>HUD</u>	<u>Donna Wolf</u> Director, Executive Secretariat	755-7654
<u>Transportation</u>	<u>Linda Smith</u> Executive Assistant to Sec.	426-4277
<u>Energy</u>	<u>Roger Colloff</u> Executive Assistant	456-2894
<u>ACTION</u>	<u>James Duke</u> Executive Officer	254-7264

Administrative Conference of the United States
Joseph Scott
Executive Director
254-7020

AID
Laura Kruezer
Executive Secretary
632-2994

-2-

American Battle Monument Commission

Major General Andrew J. Adams
Secretary of Commission
693-6094

Board of Governors of the American Red Cross

Edgar C. Good
Special Assistant
857-3344

Appalachian Regional Commission

James G. Bleckley
Executive Assistant
673-7822

CIA

Benjamin Evans
Executive Secretary
351-4301

Civil Aeronautics Board

J. Michael Roach
Special Assistant
673-5522

Civil Service Commission

James C. Spry
Executive Assistant
632-5556

Commission on Civil Rights

John A. Buggs
Staff Director
254-6644

Commission on Fine Arts

Charles Atherton
Secretary
566-1066

Commodity Futures Trading Commission

Donald Tendick
Acting Executive Director
254-3350

Community Services Administration

William Allison
Deputy Director
254-5590

-3-

Comptroller General of the United States
John D. Heller
Assistant to the Comptroller
275-5534

Consumer Product Safety Commission
Robert Verdisco
Executive Assistant to the Chairman
634-7740

Environmental Protection Agency
Mary Ann Massey
Executive Assistant
755-2705

Committee for Purchase from the Blind and Other Severely
Handicapped
C. W. Fletcher
Executive Director
557-1145

Equal Employment Opportunity Commission
Eve Wilkins
Special Assistant to the Chairman
634-6700

Export-Import Bank of the United States
Matt Schaffer
Special Assistant to the President
566-4697

Governor of the Farm Credit Administration
B. Ben Sunbury
Special Assistant
755-2146

Federal Communications Commission
Frank Lloyd
Administrative Assistant to the Chairman
632-6336

Federal Deposit Insurance Corporation
Lewis G. Odom, Jr.
Deputy to the Chairman
389-4208

Federal Home Loan Bank Board
Owen B. Melton, Jr.
Assistant to the Chairman
377-6273

-4-

Federal Maritime Commission

Peter Wilkes

Executive Assistant to the Chairman

523-5706

Federal Mediation and Conciliation Service

John Grimes

Executive Assistant

653-5270

-5-

John M. Denkler
Managing Director for Operations and Supervision
Board of Governors of the Federal Reserve System
Washington, D.C. 20551
452-3243

Marjery Waxman Smith
Executive Director
Federal Trade Commission
Washington, D.C. 20580
523-3740

Francis T. Masterson
Executive Director
Foreign Claims Settlement Commission
Washington, D.C. 20579
653-6155

Walter Kallaur
Assistant Administrator for Administration
General Services Administration
Washington, D.C. 20405
566-1043

David H. Bigelow
Executive Director
Indian Claims Commission
1730 K Street, N.W.
Washington, D.C. 20006
653-6174

Pierce A. Quinlan
Managing Director
Interstate Commerce Commission
Washington, D.C. 20423
275-7480

Lavonne Parker
Personnel Exchanges Officer
International Affairs Division
National Aeronautics and Space Administration
Washington, D.C. 20546 755-3900

Edmond L. Applebaum
Director of the Administrative Department
Library of Congress
Washington, D.C. 20540
426-5560

Charles H. Conrad
Executive Director
National Capital Planning Commission
1325 G Street, N.W.
Washington, D.C. 20576 (724-0174)

Harvey J. Baine, III
Comptroller
National Credit Union Administration
2025 M Street, N.W.
Washington, D.C. 20456
254-9825

Paul Berman
Director of Administration
National Endowment for the Arts
806 15th Street, N.W. (Shoreham Building)
Washington, D.C. 20506
(634-4811)

Victor Laughlin
Director of Administration
National Endowment for the Humanities
806 15th Street, N.W. (Shoreham Building)
Washington, D.C. 20506
724-0308

Robert Volger
Acting Executive Secretary
National Labor Relations Board
Washington, D.C. 20570
254-9430

Roland K. Quinn, Jr.
Executive Secretary
National Mediation Board
Washington, D.C. 20572
523-5920

Eldon D. Taylor
Assistant Director for Administration
National Science Foundation
Washington, D.C. 20550
632-5710

Joseph Minton
Acting Managing Director
National Transportation Safety Board
Washington, D.C. 20594
426-8880

-7-

Lee V. Gossick
Executive Director for Operations
Nuclear Regulatory Commission
Washington, D.C. 20555
492-7511

Ruth O. Robinson
Executive Director
Occupational Safety and Health Review Commission
Washington, D.C. 20006
634-7940

Thomas M. Constant
Secretary
Panama Canal Company
312 Pennsylvania Building
425 13th Street, N.W.
Washington, D.C. 20004

David F. Harris
Chief Administrative Officer
Postal Rate Commission
Washington, D.C. 20268 (254-3880)

John Suker
Director of Budget and Fiscal Operations
Railroad Retirement Board
Chicago Illinois 60611 (724-0121)

E. Richard Rhodes
Director, Office of Administration
Renegotiation Board
Washington, D.C. 20446
254-8266

Benjamin Milk
Executive Director
Securities and Exchange Commission
Washington, D.C. 20549
755-8111

Robert E. Shuck
Acting Director
Selective Service
Washington, D.C. 20435
724-0424

-8-

A. Vernon Weaver, Jr.
Administrator
Small Business Administration
Washington, D.C. 20416
653-6605

Kennedy Schmertz
Acting Director, Office of International Programs
Smithsonian Institution
Washington, D.C. 20560
381-5881

Lynn Seeber
General Manager
Tennessee Valley Authority
400 Commerce Avenue
Knoxville, Tennessee 37902
852-3871

A.M. Christopher
Executive Secretary
United States Arms Control and Disarmament Agency
Washington, D.C. 20451
632-3708

Daniel Brown
Chief, Executive Secretariat
United States Information Agency
Washington, D.C. 20547
632-2994

Leo Eisel
Director
Water Resources Council
Suite 800
2120 L Street, N.W.
Washington, D.C. 20037
254-6303

Rufus Wilson
Deputy Administrator
Veteran's Administration
Washington, D.C. 20420 (389-2817)

David H. Brown
Special Assistant to Public Printer
Government Printing Office
Washington, D.C. 20401
275-2958

Peter Connelly
Deputy Director for Administration
United States International Trade Commission
Washington, D.C. 20436
523-0187

EXECUTIVE OFFICE OF THE PRESIDENT

Mr. Peter Gould
Special Asst. to the Chairman
Council of Economic Advisers
Wash DC 395-5084

Mrs. Velma B. Baldwin
Asst. to the Director for Administration
Office of Management and Budget
Wash DC 395-4790

Mr. Tom Delaney
Administrative Officer
Council on Environmental Quality
Wash DC 633-7003

Ms. Elizabeth Johnston
Administrative Officer
Office of Telecommunications Policy
Wash DC 395-3606

The Hon. Barry P. Bosworth
Director
Council on Wage and Price Stability
Wash DC 456-6466

The Hon. Peter G. Bourne
Director
Office of Drug Abuse Policy
Wash DC 456-7120

Christine Dodson
Executive Secretary
National Security Council
Wash DC 395-3723

The Hon. Frank Press
Director
Office of Science and Technology Policy
Wash DC 395-1415

Nancy Dorman
Executive Asst. to the Deputy Director
Domestic Policy Staff
Wash DC 456-6402

Mr. William Kelly, Assistant
Special Representative for Trade Negotiations
Wash DC 395-6127

Mr. Hugh Carter
Special Asst. to the President for Administration

STATINTL

UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	[REDACTED]		10 JAN 1978	-	
2				C	
3	Mr. Fitzwater		1-16-78	[Signature]	
4	SSA			[Signature]	
5					
6	Mr. Malanick			MSM	
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: FYI: [REDACTED] tells me ^{he} called Ben Evans, per his request on attached note. lm Please do not remove ticket					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	

STATINTL

Approved For Release 2001/03/04 : CIA-RDP83-08142R000700110006-0

UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DDA		
2			
3			
4			
5			
6			
<input checked="" type="checkbox"/>	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks:			
<p>Also have someone phone me on this. Tarnoff called me & DDO is to be handled via INR existing mechanism attached will apply to DCI & principal Representative</p>			
FOUR HERE TO RETURN TO SENDER			
AND PHONE NO.		DATE	
84-00745-00		9/1/00	
CONFIDENTIAL		SECRET	

STATINTL

Appr